

Guidelines for Agencies Providing Rental / Utility Assistance with Clark County Federal Funds for Homeless Assistance

The goal of Homeless Prevention is to provide services and financial assistance, when warranted, to individuals and families who are in imminent risk of becoming homeless and lack the resources to maintain their housing. Its primary purpose is to prevent entry into shelter by diverting households to housing options other than shelter. The program should successfully reduce the number of entrants into shelter thereby reducing the number of emergency shelter beds needed. This is accomplished by providing at-risk families and individuals with enough services that stabilize housing, prevent entry into the shelter system and help them maintain housing.

Clark County Federal Funds (CDBG and ESG) may be used to reimburse financial assistance provided to at-risk households to pay up to three month's of rent, and may include: past-due and upcoming rent when household is engaged in case management, late fees, deposits, first-month's rent and security deposits. The combined assistance for any one household cannot exceed the equivalent of three (3) month's rent.

Eligibility Criteria

Per Emergency Shelter Grant regulations, payments for past-due rent or utility arrearages are allowed only when **ALL** the following conditions exist:

| Clark County Federal Funds for Homeless Programs Requirements, in accordance with ESG/CDBG Federal Regulations | What it means in plain English |
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| 1. The inability of the family to make the required payments must be the result of a sudden reduction of income or unexpected and unavoidable increase in expenses; | What is the crisis ? (Key words: sudden, unexpected, and unavoidable) |
| 2. The assistance must be necessary to avoid eviction of the family or termination of utility services to the family; (or, alternately, pay first month's rent and deposits to end homelessness) | Is there an Eviction Notice or Termination of Utility Service? (not just past-due notices) |
| 3. There must be a prospect that the family will be able to resume payments within a reasonable period of time; | How are they going to pay next month's rent – in full and on time ? (e.g. – what's the rent, and how much is their income by the next rent due date?). Agency may choose to assist with the following 2 month's rent to ensure stability of household. |
| 4. Payments of rent or utilities and/or deposits cannot exceed the total amount of the cost of three months of rent or utilities; | Do they need a formal Transitional Housing Program (assistance for 6 – 24 months), or just temporary help to stay where they are? |
| 5. The assistance must not supplant funding for pre-existing homeless prevention activities from any other sources. | Have they applied for the Energy Assistance Program at Nevada State Welfare? Or WDC's SAFAH-Link to Permanent Housing? |

Documentation Needed to Support Each Criteria:

Each assisted household's client file must contain copies of documentation to support the provision of assistance. Many of these documents are required to be submitted to Clark County along with the copy of the check issued when requesting reimbursements; others are subject to semi-annual monitoring by Community Resources Management staff. Incomplete documentation to support the five criteria above is reason for not getting reimbursed with Clark County Federal Funds for the Homeless. If reimbursement has occurred prior to the file review, the subrecipient agency will be notified to make the necessary repayment to the County and adjustments to their books.

| Criteria | Common Scenarios | Sample of Documentation to Copy to File: (NOTE: these are examples only; if client produces something else that is acceptable, copy that) | Submit with Request for Reimbursement? |
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| 1. Crisis beyond the client's control | A. Reduction in work hours – hence, reduced household income | A. Copies of paystubs reflecting “normal” work hours, and copies of paystubs reflecting reduced hours and pay | A. Yes |
| | B. Child sick, couldn't take to school/day care, lost pay at work and/or increased doctor/prescription costs | B. Statement from school/day care confirming child's absence; copies of medical receipts | B. Yes (be sure to refer such a family to Nevada Check-Up health insurance for children) |
| | C. Car broke down, needed to make repairs in order to keep job | C. Paystubs to prove employment, and copies of car repairs | C. Yes |
| | D. Death in family, had to go to funeral service | D. Obituary, death certificate or other information from funeral/memorial service; receipts for airfare/trip and/or paystubs to show reduction in pay | D. Yes |
| | E. Robbery / Burglary | E. Police Report which also lists estimation of amount stolen | E. Yes |
| | F. Spouse/significant other ran off drinking/drugging/ other with all the rent money | F. Letter from someone (clergy, child's teacher, landlord, etc.) to confirm crisis | F. Yes |
| | G. Lost roommate, got a new one for next month – need help with this month | G. Any correspondence from roommate, or letter similar to F above | G. Yes |

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| | H. Been unemployed for a while, but has found new employment | H. Copy of Unemployment Insurance Benefits (UIB) paperwork, “pink slip” from last job; evidence of new employment and when it did or will start; payment statement from landlord/utility company to show partial payments that correspond to unemployment period | H. Yes |
| | I. Leaving residential treatment facility (alcohol, drug or mental health), needs help with first month’s rent | I. Letter or other paperwork from facility; evidence of job that can pay future rent | I. Yes |
| 2. Avoid Eviction or Termination of Utility Service | A. when crisis temporarily interferes with household’s ability to pay obligations | A-1. Eviction Notice (“Pay or Quit” Notices) or Shut-Off of Utility Notice from Utility Company; A-2. Evidence that the assistance will bring past-due balance to a manageable amount, preferably \$0; A-3. Evidence that the household can remain in unit for at least 30 days | A-1. Yes A-2. No A-3. No |
| | B. when eviction from this unit is inevitable, and client needs assistance to move into new, affordable place | B-1. Eviction Notice or Shelter Letter B-2. Rental or Lease Agreement for new place | B-1. Yes B-2. Yes |
| 3. Next Month’s Rent / Utility obligation | A. Crisis is over, regular income can pay future obligations | A-1. Evidence that crisis is of temporary nature, and total household income is sufficient to pay rent on time and in full. A-2. Budget sheet that reflects bills due, income sources and dates, and enough income to pay rent / utility on time and in full | A-1. Yes A-2. No |
| | B. Have new job or will be receiving new income (child support, SSI, etc.) | B. Evidence of new job (with monthly income noted) or pending income | B. Yes |
| | C. Family will assist with \$-X- for next few months until new income is secured | C. Letter from family attesting to amount and frequency of financial assistance | C. Yes |
| | D. Applied for Nevada’s Energy Assistance Program for utility assistance in future months | D. Copy of application to the Nevada State Welfare | D. Yes |

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| 4. Only 1, 2 or 3 months of Rental Assistance needed | A. Crisis is of temporary nature and the financial impact will be resolved with this assistance, then household can resume payments with normal income | A. Case Notes and Budget sheet reflecting sources of income, dates and payments until household can resume full payments on time; evidence of income | A. Yes |
| | B. Leaving residential treatment facility (alcohol, drug or mental health), needs help with first months' rent | B-1. Letter or other paperwork from facility; and budget sheet noting sources of income, dates and payments, etc. B-2. Evidence of anticipated income that can pay future rent | B-1. No B-2. Yes |
| | C. Leaving Shelter but cannot qualify for Women's Development Center's SAFAH-Link to Permanent Housing program, needs help with first months' rent | C-1. Letter or other paperwork from facility; and budget sheet noting sources of income, dates and payments, etc. C-2. Evidence of anticipated income that can pay future rent C-3. Case notes reflecting confirmation from WDC of client ineligibility | C-1. No C-2. Yes C-3. Yes |
| 5. Cannot Supplant other funding | A. Leaving an emergency or transitional housing program, has income and can afford rent, but needs assistance with new move in costs | A. Evidence that household is not eligible for WDC SAFAH-Link program | A. Yes |
| | B. Utilities are about to be shut off, need immediate financial assistance to prevent shut-of | B-1. Shut-off notice from utility company B-2. Copy of application for Nevada Energy Assistance Program (funded by Nevada Fund for Energy), and B-3. Case notes that worker confirmed the NV Fund for Energy will not be paying all arrearages before shut-off date | B-1. Yes B-2. Yes B-3. No |

PLEASE NOTE:

- Each file should document all members of household and their incomes (i.e. SSI or Child Support on a particular child, Employment income on both spouses plus social security income on grandmother living with them)
- Items answered "Yes" in the final column require that a copy of said documentation be presented at the time of requesting reimbursement for these expenses. All other documentation will be reviewed at least once annually during an on-site monitoring.

Prevention Costs that Clark County's Federal Funds can Reimburse:

Past-Due Rent or Utility Charges Not to exceed three (3) months worth of rent; not to exceed one (1) month of utility arrearage to facilitate a payment arrangement with Utility Company and assistance from the Nevada Energy Assistance Program

Late Fees * All reasonable late fees to bring the household's balance due to zero

First Month's Rent * When it is affordable to the household (not more than half the household's take-home pay) and does not exceed Fair Market Rents, as established by HUD annually.

Security Deposits * All reasonable security deposits required by landlord, as detailed in written rental agreement or lease agreement. Caution: the total assistance for Rent and Deposits cannot exceed the cost of three months of rent.

Mortgage Payments Not to exceed three (3) months worth of payments

Legal services To represent indigent tenants in eviction proceedings

Mediation Programs Costs To support the operations of a landlord-tenant mediation program

*Late Fees, Security Deposits are allowed, only so long as the grand total of assistance to one household does not exceed the equivalent of three months rent (e.g., Rent=\$650/month; household can be assisted with deposits and rent for up to three months, so long as the total assistance does not exceed \$1,950 total)

Essential, Supportive Services Costs that Clark County's Federal Funds can Reimburse:

The goal of providing supportive services in conjunction with Homeless Prevention is to provide the comprehensive assistance a household needs in order to retain stability, including case management, referrals to community services, and direct financial assistance on a temporary basis with expenses related to employment, medical costs, substance abuse treatment, or other needed services such as child care, bus passes, etc.

If your agency also receives Essential or Supportive Services Funds, you may also be reimbursed for the following costs associated with providing these supportive services to households:

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| Case Management salaries and fringe | A proportionate share of the staff salaries of case workers conducting client needs assessments, assisting households in developing a plan of action to return to self-sufficiency, monitoring client's progress, and referring, transferring or interceding on behalf of clients to access the public services that can assist in their long-term stabilization |
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| Medical or Other Health-related expenses | Eye exams and corrective lenses when needed for work; dental care when needed for work; “quick care” visits and / or prescriptions to treat health problems that interfere with work; |
| Employment-Related expenses | Such as Nevada State ID/Drivers License, Sheriff’s Cards, TAM Cards, Health Cards or other work-required cards, uniforms, special clothing or shoes, corrective dental or eye care, etc. |
| Job Training or Certification expenses | Class or test fees associated with employment that is offered, yet a certification or training is required to start employment |
| Child Care costs | If necessary, Clark County Federal Funds for the Homeless can be used to pay for licensed child care while the parent(s) work |
| Transportation Assistance | Bus passes, bus tokens, gasoline vouchers, nominal car repairs necessary for client to get to/from employment or appointments with community social service programs |
| Kitchen start-up expenses | Vouchers to grocery stores allowing household to purchase basic food items, can openers, flatware, and other items necessary to prepare a meal in a home |

All checks, vouchers, or other authorizations for expenditures are to be made payable to the Vendor or Agency providing the services; under no circumstances will Clark County Federal Funds for Homeless Programs funds be used to provide a client directly with a cash advance or to reimburse a client for expenses already incurred.